



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: October 25, 2016

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 31, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, November 15, 2016**. Applicants will not be accepted after that time and date.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM VII

Section Chief of Construction Compliance  
Bureau of Investigations and Compliance  
Office of Finance and Administration  
Springfield

Attachments  
41134

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Tuesday, November 15, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

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**Illinois Department  
of Transportation**

An Equal Opportunity Employer

## Position Summary Sheet

<b>Classification:</b>	<b>Technical Manager VII</b>	<b>Salary Range:</b>	<b>\$7,020 - \$11,660</b>
<b>Position Title:</b>	<b>Section Chief of Construction Compliance</b>	<b>Union Position:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Position Number:</b>	<b>PW417-23-40-902-00-01</b>	<b>IPR#:</b>	<b>41134</b>

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### Office/Central Bureau/District/Work Address:

Office of Finance and Administration/Bureau of Investigations and Compliance/2300 S. Dirksen Parkway, Springfield, IL

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### Description Of Duties:

This position is accountable for the implementation of an oversight program to provide assurance that the quality of construction is in accordance with specifications and the measurement of construction quantities is accurate. This position is responsible for developing and directing forensic engineering techniques to detect and deter fraud, waste, and abuse. This position administers construction contract compliance monitoring covering such areas as EEO workforce composition, prevailing wage rates and Disadvantaged Business Enterprises (DBE) utilization. S/He initiates field reviews to evaluate contract compliance and labor compliance complaints.

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### Special Qualifications:

#### **Required:**

- Valid driver's license
- Frequent districtwide travel, occasionally on short notice

#### **Desired:**

- Knowledge, skill and mental development equivalent to a master's degree preferably with courses in business or public administration or equivalent in training and experience
- Ten years of transportation related engineering experience
- Five years of progressive administrative responsibility for planning and directing engineering work
- Ten years of Illinois Department of Transportation (IDOT) construction related experience
- Effective oral and written communication skills
- Experience with electronic spreadsheets, databases, and word processing programs

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### Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	April 11, 2016	<b>POSITION:</b>	Section Chief of Construction Compliance
<b>APPROVED BY:</b>	<u>Bruce Harmening</u>	<b>OFFICE:</b>	Finance and Administration/Bureau of Investigations and Compliance
<b>CODE:</b>	PW417-23-40-902-00-01	<b>REPORTS TO:</b>	Bureau Chief

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***Position Purpose***

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***Dimensions***

Departmental Operating Budget:	\$900 Million Annually
Departmental Non-Operating Budget:	\$2.5 Billion Annually
Staff:	3 Directly, 5 In-directly

***Nature and Scope***

This position reports to the Bureau Chief of Investigations and Compliance. Reporting directly to this position are the Northern and Southern Construction Quality Engineers and the Contract Compliance Field Unit Manager.

Under the direction of the Bureau Chief, this position is responsible for developing and directing programs to evaluate departmental materials and construction compliance needs by conducting random, on-site inspections. The incumbent operates within an environment of ensuring materials certification and construction activity procedures imposed by state specifications and federal regulations comply with existing policy and procedures. This area includes a great variety of material/construction sources and a large number of local governmental units which results in a number of special testing inspection and certification situations requiring considerable communication with local/state/federal officials over conditions governing materials acceptability. S/He provides solutions and/or ensures existing solutions to non-compliant materials and construction activities comply with the necessary regulations. S/He will also be the lead subject matter expert for construction related fraud investigations.

The greatest challenges are to evaluate whether policies and procedures are adequate for quality and quantity of materials as specified by applicable regulations, laws, and contractual language; evaluate the contractors level of construction compliance as it pertains to DBE participation; and to provide deterrence and detection of fraud, waste and abuse.

This position is responsible for the on-site oversight of DBE participation on department construction contracts for compliance with those laws and relevant contract DBE utilization. State and federal law mandates DBE participation. It is the responsibility of this position to oversee the coordination of field reviews which monitor contract compliance, EEO/labor requirements, prevailing wages and DBE utilization. It is also the responsibility of this position to report to and coordinate with the Investigations Section in regards to violations identified during those reviews, and through complaints received both internally and externally.

This position must ensure close teamwork and cooperation with the Office of Business and Workforce Diversity, Bureau of Small Business Enterprises.

This position accomplishes responsibilities through the following:

Northern and Southern Construction Quality Engineers, who with staff, ensure compliance with developed policy for all inspection, testing and material certification activities; soil and foundation investigations; analysis of acceptable materials, and accuracy of quantities for payment of pay items used on state and federally-funded projects.

Contract Compliance Field Unit Manager, who, with a staff, is responsible for conducting on-site inspections on a random basis for the purpose of monitoring contractor compliance with contract provisions, and for conducting investigations of contract non-compliance and labor non-compliance when violations have been identified and reporting results to the Bureau of Small Business Enterprises.

The incumbent has broad latitude to accomplish responsibilities. Matters of a unique or unusual manner are referred to the Bureau Chief with recommendations for resolution. This position is constrained by all departmental, state/federal policies and regulations.

The incumbent has contact with departmental employees at all levels. Most significant contacts are with the Offices of Highway Project Implementation, Intermodal Project Implementation, and Program Development along with the Bureau of Small Business Enterprises. External contacts include the legislature, the public, Federal Highways Administration, contractors, other state agencies, law enforcement agencies, and private entities. Considerable travel is required.

The effectiveness of the position can be measured by the accomplishment of construction compliance reviews and the accuracy of the materials testing/inspection procedures as well as the level of improvement in DOT construction programs along with the accomplishment of DBE construction reviews and the resolution of DBE issues.

### ***Principal Accountabilities***

1. Prepares plans and objectives for the development and implementation of oversight of department wide construction projects as well as materials inspection/testing/certification and soils investigation/analyses which support efficient operations.
2. Serves as spokesperson on matter concerning construction/materials issues; provides policy interpretation; responds to inquiries; and solicits support for the development of new initiatives.
3. Develops policies to verify that consultants firms comply with all applicable state/federal regulations.
4. Prepares reports for executive management as required.
5. Trains and evaluates staff.
6. Serve as the subject matter expert for construction related investigations.

7. Ensures monitoring of contractor compliance with provisions for DBE utilization plans as approved by the department.
8. Performs other duties as assigned.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.